

Intermediate Plan Check Requirements - Commercial/Industrial Tenant Improvements

Handout No. 2-23

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Commercial/Industrial Intermediate Plan Check Criteria

This option is available for projects that exceed the limitations of *Commercial/Industrial Express*, but are small enough to be reviewed within 5 working days. Certain commercial or industrial tenant improvements may qualify for *Commercial/Industrial Intermediate Plan Check* if the project meets the following criteria:

- Retail use with total floor area less than 15,000 square feet.
- Office/R&D office (without Hazardous Materials) with a total floor area less than 50,000 square feet.
- Food Service/ Restaurant use with a total dining floor area less than 4,500 square feet.
- Mechanical equipment installation (without Hazardous Materials) with unit weights less than 3000 lbs each.
- Projects requiring an Alternate Material and Method of Construction approval are specifically excluded.
- Code Enforcement cases are specifically excluded.
- Document preparation and stamping requirements by a California registered Architect or Engineer shall comply with San Jose Municipal Code section 24.02.240-1-97.
- Plumbing, Mechanical and Electrical plan check and permit issuance(s) shall comply with San Jose Municipal Code section 24.02.220-1-97.
- All intermediate plan submittals are by appointment only. Appointments can be scheduled by phoning (408) 535-3555.

The following must be completed prior to your appointment:

- Building Permit form completed
- Construction Cost Valuation form completed
- Six sets of plans and two sets of calculations (if applicable) are required at submittal.
- The minimum document submittal checklist must be completed.

Other Approvals and Clearances

After you have made an appointment, a SITUS review will be completed to determine if other Division or Departmental clearances are required. You will be notified by phone to obtain any required clearances.

- Food service or restaurant uses require approval from the Santa Clara County Health Dept. (408-918-3400) and Water Pollution Control (408-945-5300) prior to plan submittal to the Building Division.
- Planning approval is advisable prior to plan review, since no permit will be issued until this is obtained if required. They can be reached at (408) 535-3555.
- A Public Works clearance is required prior to issuance of a permit. They can be reached at (408) 535-3555.
- A Demolition Diversion Deposit is required for projects with a valuation of \$2,000 or greater. For information please contact Environment Services Department at (408) 535-8566.

Plan submittals must clearly indicate the nature and scope of work. A typical plan submittal includes the following:

- Site plan identifying the location of the building with respect to property lines
- Cover sheet including applicable codes and editions, scope of work statement, type of construction, occupancy group(s), number of stories, and sprinklered (Y/N).
- Architectural floor plan, elevation, and cross section construction details
- Wall, door, and window schedules and legends
- Exit analysis with occupant loads and exit signs
- Disabled accessible features (when applicable): path of travel from the public way to the altered area, parking (van accessible), signage, ramp, handrail/guardrail, stairway (rise/run), door (lever hardware, threshold, kick-plate, and strike side clearance, etc...
- HVAC equipment, refer to [Policy No.: UBC 1632.1-1-97](#)
- Minimum number of plumbing fixtures per [Building Division Directive B-003](#).

In order to facilitate recycling of plans please have plans prepared as recyclable black line prints.

If the project does not qualify for *Intermediate Plan Check* due to design complexity or other disqualifying conditions, the plans will be taken in for regular plan check.

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/ or by calling our Information Inspector's voice mail at (408) 535-7601 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara Street.